

# NCDOT Utility Invoice Guidelines

All invoices may be submitted to [UtilityInvoiceResourceTeam@ncdot.gov](mailto:UtilityInvoiceResourceTeam@ncdot.gov) and/or your NCDOT Contact.

The following information is required for partial and final invoices. If any of this information is missing or incorrect, it could result in invoices being rejected or delay in payment.

## **PARTIAL INVOICE CHECKLIST (see below for FINAL INVOICE):**

### *Project Information*

- Correct vendor name and remittance information.**  
It must match what NCDOT has on file. Consult your NCDOT Point of Contact if this is unknown. The invoice must come from the Utility Owner and not sub-contractors.
- Unique Invoice Number.**  
It must be more than one digit. If you submit a revised invoice, use the same number and add "R" to the end of the invoice number.
- Invoice Date**
- UAMS Agreement Number if known**     **Check is unknown**
- The TIP and/or WBS number(s) of the project(s).**
- NCDOT Project Contact**

### *Billing Information – Partial Billing*

- Total Amount of Original Approved Estimate**
- Approved Supplementals to Estimate (see Variance Letter requirements below)**
- Approved Total Estimate (including Supplementals)**
- Retainage**
- Amount Billable (Total minus Retainage)**
- Percentage of Work Complete**
- TOTAL BILLABLE AMOUNT**
- Less Previous Payments**  
Past due invoices should be noted.
- NET AMOUNT DUE**

## **VARIANCE LETTER for Cost Increase**

**A Variance Letter for each requested cost increase to the Original Approved Estimate must be approved prior to adding to invoice totals, and must contain the following information:**

- Must be on Utility Owner letterhead with Project Information noted above,
- Amount of increase requested with new estimate total,
- Detailed explanation for adjustment and backup for cost adjustment (Utility Owner preferred estimating method/format may be sufficient).

The Variance Letter does NOT have to be submitted with each PARTIAL Invoice but must be included with the FINAL Invoice.

NOTE: If the Variance Letter is submitted with the Final Invoice and is not pre-approved, payment may be delayed until the variance approval process has been completed by NCDOT.

**FINAL INVOICE CHECKLIST (see above for PARTIAL INVOICE):**

*Project Information*

- Correct vendor name and remittance information.**  
It must match what NCDOT has on file. Consult your NCDOT Contact if this is unknown.  
The invoice must come from the Utility Owner and not sub-contractors.
- Unique Invoice Number.**  
It must be more than one digit. If you submit a revised invoice, use the same number but add "R" to the end of the invoice number.
- Invoice Date**
- UAMS Agreement Number if known**     **Check is unknown**
- The TIP and/or WBS number(s) of the project(s).**
- NCDOT Project Contact**
- Noted as "FINAL INVOICE"**

*Billing Information – Final Billing Worksheet*

- Total Amount of Original Approved Estimate**
- Approved Supplementals to Estimate**
- Approved Total Estimate (including Supplementals)**
- Retainage – Show 0%**
- TOTAL BILLABLE AMOUNT**
- Less Previous Payments**  
Past due invoices should be noted.
- NET AMOUNT DUE**
- All backup documentation to support the invoice per the Utility Relocation Agreement**  
Actual Cost Invoices must have detailed cost identified and tabulated.  
Include sub-contractor billing, approved variances, other documentation needed to support payment of invoice.